

MINUTES OF THE CANANDAIGUA CITY COUNCIL MEETING
ORGANIZATIONAL MEETING
MONDAY, JANUARY 4, 2016, 7:00 P.M.
City Council Chambers

Mayor Polimeni called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call:

Members Present: Councilmember Ward 2 Twitchell
Councilmember Ward 3 Karen White
Councilmember Ward 4 Cindy Wade
Councilmember-at-Large Martin
Councilmember-at-Large O'Brien
Councilmember-at-Large James Terwilliger
Councilmember-at-Large David Whitcomb
Mayor Ellen Polimeni

Members Absent: Councilmember Ward 1 Nick Cutri (Due to a family illness)

Also Present: Acting City Manager John D. Goodwin
Corporation Counsel Michele O. Smith
City Clerk-Treasurer Nancy C. Abdallah

Organizational meeting:

City Council Rules and Procedures:

Councilmember Ward 4 Wade moved to adopt the City Council Rules and Procedures for the 2016-2017 City Council term. Councilmember-at-Large Whitcomb seconded the motion.

Attachment A: City Council Rules and Procedures

Vote Result: Carried unanimously by voice vote (8-0).

Designation of Official Newspaper:

Councilmember Ward 4 Wade moved to designate the Daily Messenger and Finger Lakes Times as the official City newspapers. Councilmember Ward 3 White seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0)

Designation of Depository Banks:

Councilmember Ward 3 White moved to designate the Canandaigua National Bank, Lyons National Bank, NYCLASS, Genesee Regional Bank and First Niagara Commercial Bank as the City's official depository banks. Councilmember Ward 4 Wade seconded the motion.

Councilmember-at-Large Terwilliger recused himself from voting because he is an officer and employee with Canandaigua National Bank.

Vote Result: Carried unanimously by voice vote (7-0).

Election of City Council President:

Councilmember-at-Large Whitcomb moved to nominate Councilmember-at-Large Terwilliger as Council President. Councilmember Ward 3 White seconded the motion

Vote Result: Carried unanimously by voice vote (8-0)

Appointment of City Historian:

Councilmember Ward 4 Wade moved to nominate Lynn Paulson as City Historian. Councilmember Ward 3 White seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0)

Appointment of Standing Committee:

Mayor Polimeni appointed the following:

Planning/Development:

Chair – Cindy Wade
Robert O'Brien, Jim Terwilliger, Anita Twitchell

Environmental/Parks Committee:

Chair – Nick Cutri
Matt Martin, Anita Twitchell, Dave Whitcomb

Ordinance/Charter Review:

Chair – David Whitcomb
Nick Cutri, Matt Martin, Karen White

Finance/Budget:

Chair – James Terwilliger
Robert O'Brien, Karen White, Cindy Wade

Appointment of Special Committee: To Be Named

Establishing Time for Regularly Scheduled Meetings:

City Council Meetings will be held the first Thursday of the month at 7:00 p.m. with a second meeting of the month scheduled as needed, except for the January Organization Meeting which is held on the first business day of the year.

Establishing Committee Times:

Planning – 1st Tuesday

Environmental – 2nd Tuesday

Ordinance – 3rd Tuesday

Finance – 4th Tuesday

Adjournment:

Councilmember Ward 4 Wade moved to adjourn at 7:25 P.M. Councilmember. Councilmember Ward 3 White seconded the motion.

Vote Result: Carried unanimously by voice vote.

Nancy C. Abdallah
City Clerk-Treasurer

ATTACHMENT A

**CANANDAIGUA CITY COUNCIL
RULES AND PROCEDURES
2016-2017**

1. **ORGANIZATION**

The City Council shall consist of the Mayor and eight Councilmembers, one to be elected from each of the City's four (4) Wards and four (4) to be elected from the City at large. The members of the City Council shall meet biennially on the first Monday of the year or, if that day is a Public Holiday, on the next day thereafter, and organize. They shall, at said organizational meeting, elect a President of the City Council from their number, whose term of office shall expire with that of his/her term of office as a Councilmember and said President shall preside over all meetings of the City Council in the absence of the Mayor and have a voice therein. At all meetings of the City Council, the Mayor, when present, shall preside and have a voice therein.

2. **CLERK**

The City Clerk/Treasurer shall be the Clerk of the City Council.

3. **MEETINGS**

The City Council shall hold at least one (1) regular meeting each month of the calendar year; the day and time to be decided upon at the organizational meeting. The City Council shall hold adjourned or special meetings in its chambers or location that is otherwise designated, at such times as it shall designate. The Mayor, or in his/her absence, the President of the City Council or a majority of its members may call a special meeting by causing a written notice thereof, specifying the date, time and the object thereof, to be served by the City Manager, or his/her designee, upon each member personally at least three (3) hours before the time specified in such notice for such meeting or by mail or electronic mail directed to the member of the Council at his place of residence or place of business at least twelve (12) hours before the time specified in such notice for said meeting.

4. **VOTING**

- a. Each member of the City Council shall vote on every duly offered and properly seconded motion.
- b. The order of voting will be as follows:
 - (1) The Councilmember representing the First Ward.
 - (2) The Councilmember representing the Second Ward.
 - (3) The Councilmember representing the Third Ward.
 - (4) The Councilmember representing the Fourth Ward.
 - (5) Each of the four (4) Councilmembers-at-Large.
 - (6) The Mayor.
- c. A member of the City Council will be excused from voting by the presiding officer, only if, in the judgment of the presiding officer or the Corporation Counsel, such vote would be in a conflict of interest of the Councilmember.
- d. No motion shall be discussed or put to vote unless properly seconded. When a motion is properly seconded, it shall be stated by the presiding officer before discussion.
- e. After motion is stated, it shall be before the Council, but may be withdrawn at any time by the member who offered the motion before decision or amendment.
- f. When a motion is under discussion, no motion shall be honored except a motion to amend, to put it to vote, to lay it on the table or to adjourn the Council.
- g. A motion to adjourn, properly seconded, is always in order.
- h. A roll call vote shall be called and recorded on all motions or Resolutions involving the expenditure of funds (money).
- i. Affirmative vote of at least five (5) members of the Council shall be necessary to adopt any Local Law, Ordinance, Resolution or Order.

5. **COMMITTEES**

The Mayor, for the purpose of aiding and assisting the City Council and City Manager, shall appoint the following ~~Standing~~ *Advisory* Committees at the time of the organizational meeting:

- a. Finance/Budget Committee
- b. Ordinance/Charter Review Committee
- c. Environmental/Parks Committee
- d. Planning/Development Committee

Note: The Mayor and City Manager shall be members ex-officio of any and all appointed committees.

6. **CONDUCT OF COUNCIL MEETINGS**

- a. Six (6) members of the City Council will constitute quorum.
- b. Order of Business
 - (1) Pledge of Allegiance
 - (2) Roll Call
 - (3) Review of Core Values
 - (4) Approval of Minutes of last regular meeting.
 - (5) Recognition of Guests
 - (6) Committee Reports
 - (7) Resolutions
 - (8) Ordinances
 - (9) Local Laws
 - (10) Manager's Report
 - (11) Miscellaneous
 - (12) Adjournment.

- c. The presiding officer shall preserve order and decorum.
- d. Each member, prior to his speaking, shall raise his hand and await recognition from the presiding officer and address himself to the presiding officer.
- e. No member shall speak more than once on any question until every member wishing to speak shall have spoken.
- f. Any and all members called to order by the presiding officer shall immediately come to order.
- g. Any citizen shall have the right to come before the City Council at any meeting to speak on any subject before the Council or to request information or action on any City matter. All meetings and proceedings of the City Council shall be public except as designated by State law. A person wishing to address the Council must:
 - (1) Be recognized by the presiding officer.
 - (2) After recognition, state his or her name and address.
 - (3) Present any information or request action in a polite, businesslike manner.
 - (4) Be seated and silent upon request of the presiding officer.
- h. All questions of order not covered by the Rules of City Council shall be decided by the Corporation Counsel based on the provisions of Robert's Rules of Order.